

TRAVIS COUNTY - CIVIL DISTRICT COURTS

Attorney Ad Litem, Guardian Ad Litem, Mediator, and Competency Evaluator Appointment Application

(For appointments made pursuant to TX Govt. Code §§ 74.092, 74.098, 36.004, 36.005, & 37.001, et seq.)

* Return this form to: District Judges’ Office, 1000 Guadalupe Street, Room 327, Heman Marion Sweatt Courthouse
 or email to: Appointments.Fees@traviscountytx.gov

Demographic Information:

Last Name: _____ First name: _____
 Mailing Address: _____
 Telephone Number: _____ Fax Number: _____
 Firm Name: _____
 Email address: _____

If Applicable:

State Bar Number: _____ I have been licensed to practice law in the State of Texas since _____

Please list all certifications or licenses with applicable dates relating to your qualifications:

Professional Experience and Certifications: Please check the appropriate experience, certifications, and indicate the number of cases handled.

| <u>Type of Experience</u> | <u>Years’ Experience</u> | <u>No. of Cases</u> | <u>Board Certification</u> | <u>Date Certified</u> |
|---|--------------------------|---------------------|--|-----------------------|
| <input type="checkbox"/> Civil litigation | _____ | _____ | <input type="checkbox"/> Family law | _____ |
| <input type="checkbox"/> Bench trials | _____ | _____ | <input type="checkbox"/> Civil Trials | _____ |
| <input type="checkbox"/> Family law | _____ | _____ | <input type="checkbox"/> Criminal law | _____ |
| <input type="checkbox"/> CPS cases | _____ | _____ | <input type="checkbox"/> Personal Injury Trial law | _____ |
| <input type="checkbox"/> Appellate | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Juvenile | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Edu/school | _____ | _____ | _____ | _____ |

Special Skills: Please indicate any special skills or expertise.

Language

____ Spanish
____ Vietnamese
____ Sign Language
____ Other: _____

Other Areas of Expertise

____ Social Work
____ Education
____ Mediation
____ Mental Health
____ CASA training/# of hours ____
____ Other: _____

Agreements & Representation:

All Kinds of Cases

By my signature below, I request appointment as (please check all that apply):
(Please refer to requirements of each on page 3 and 4 of the application.)

| | |
|---|---|
| ____ Attorney Ad Litem (General) | ____ Guardian Ad Litem (Family) |
| ____ Attorney Ad Litem/Amicus Attorney (Family) | ____ Guardian Ad Litem (Friendly Suits) |
| ____ Attorney for IV-D/DRO/Contempt cases/ (does not include CPS appointments) | ____ Mediator |
| ____ Attorney Ad Litem (Tax) | |
| ____ Competency Evaluator | |

Notice of Order of Appointment

I have the ability to receive email, and I monitor all emails I receive at least every 24 hours. I agree to accept notice by email from the District Judges' Office of my appointment to a case. If for some reason I do not wish to undertake the representation to which I have been appointed, I will promptly respond by email requesting that another individual be appointed in my place. The District Judges' Office will provide me with the name of a substituting person, however, I must draft the order of substitution and assure that it is signed and filed. I understand that excessively frequent requests to appoint another individual may justify my removal from the list.

When, due to vacation, illness, or workload, I do not wish to be appointed for some period of time, I may request, in writing to the District Judges' Office, not to be appointed temporarily. I understand that excessively frequent and/or lengthy requests not to be appointed temporarily may justify my removal from the list.

By my signature below, I understand the District Judge's Office will post my name as an eligible appointment for any of the requested appointments that I have selected pursuant to Texas Gov't Code Sec. 37.005. Additionally, such appointment will be pursuant to Texas Gov't Code Sec. 37.004.

I understand that I have a duty to report back to the District Judges' Office within 1 month of the completion of my appointment the following:

1. The number of hours I bill and my hourly rate or my flat fee arrangement in each case in which I am appointed;

2. The total amount of compensation paid to me in each case in which I am appointed; and
3. The source of my compensation.

I understand that a failure to report the information as required above may justify my removal from the list.

Notwithstanding the foregoing, I understand that upon receiving notice of an order appointing me, I am the attorney, guardian ad litem, mediator or competency evaluator of record unless and until an order permitting my withdrawal is signed and filed.

Good Standing

By my signature below I certify that one or more of the following applies to me (check all that apply):

Attorney Ad Litem—General:

_____ I am an attorney in good standing with the State Bar of Texas and I practice in Travis County. I will notify the District Judge's Office, in writing as soon as practicable, if I am no longer an attorney in good standing with the State Bar, including as a result of disbarment, disciplinary action, or failure to complete required MCLE.

Attorney Ad Litem/Amicus Attorney—Family

_____ I am an attorney in good standing with the State Bar of Texas and I practice in Travis County. I will notify the District Judge's Office, in writing as soon as practicable, if I am no longer an attorney in good standing with the State Bar, including as a result of disbarment, disciplinary action, or failure to complete required MCLE. 10 hours of my certified CLE credits annually are in the Family Law/Ad Litem Attorney Appointment area.

Attorney for IV-D/DRO or Contempt cases--DOES NOT include CPS which is handled by Austin Lawyer Referral Service

_____ I am an attorney in good standing with the State Bar of Texas and I practice in Travis County. I will notify the District Judge's Office, in writing as soon as practicable, if I am no longer an attorney in good standing with the State Bar, including as a result of disbarment, disciplinary action, or failure to complete required MCLE.

Attorney Ad Litem--Tax:

_____ I am an attorney in good standing with the State Bar of Texas and I practice in Travis County. I will notify the District Judge's Office, in writing as soon as practicable, if I am no longer an attorney in good standing with the State Bar, including as a result of disbarment, disciplinary action, or failure to complete required MCLE.

Guardian Ad Litem-- Family:

_____ I have a Master's degree in one of the following areas: Social or Behavioral Science, Social Work, Sociology, Psychology, Counseling or Education. I am licensed as a Professional Counselor, Social Worker, or Marriage and Family Therapist. I have at least one (1) letter of recommendation from a Travis County practicing attorney specifically detailing my experience and education relating to family law or CPS cases in Travis County. I have at least three (3) years of experience in casework with children, family counseling or mediation.

Guardian Ad Litem—Friendly Suits:

_____ I am an attorney in good standing with the State Bar of Texas and I practice in Travis County. I will notify the District Judge's Office, in writing as soon as practicable, if I am no longer an attorney in good standing with the State Bar, including as a result of disbarment, disciplinary action, or failure to complete required MCLE.

Mediator:

_____ I am a mediator and all of my professional mediator certifications and/or licenses are current. I have completed the 40 hour basic training course provided through the Dispute Resolution Center or another program or experience providing similar training. I have completed a minimum of five (5) mediations involving Travis County cases.

Competency Evaluator:

I am a physician or psychologist who is licensed and certified in this state and who performs examinations to determine whether an individual is incapacitated or has an intellectual disability for purposes of appointing a guardian for the individual. All of my professional competency evaluator certifications and/or licenses are current.

Signature: _____ Date: _____

* Fees for Appointments.

(a) (a) In cases where the appointees are paid by the County, the rate is \$100/hour (Tier I) or \$80/hour (Tier II) unless the Court makes a finding that a higher fee is justified under the circumstances.

(b) In cases where the appointees are to be paid by the Parties, the rate is \$100/hour (Tier I) or \$80/hour (Tier II), unless otherwise agreed by the Parties or the Court makes a finding that a higher fee is justified under the circumstances.

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